

VENTRESS MEMORIAL LIBRARY

Board Meeting

May 21, 2014

Those present: Michelle Noonan, Greg Guimond, Wally Coyle, Jean Christensen, Jim O'Gara, Cyndee Marcoux. Absent: Bob Brait

1. The meeting was called to order at 4:09 PM.
2. Mr. Guimond made a motion to accept the April minutes. Mr. Coyle seconded and all approved.
3. Director's Report:

Ms. Marcoux recommended we request the \$31,000 necessary to meet the State Aid Requirement at the Fall Town Meeting.

The Sheriff's Department will not be able to do the exterior painting this year. Ms. Noonan and Ms. Marcoux have again met with Brian Adams regarding the work that needs to be done.

The circulation numbers are down again this year. Mr. Coyle suggested a survey of patrons. This was done a few years ago. Ms. Marcoux feels this is partly due to the lack of best sellers we have available. Mr. Coyle suggested having local companies purchase magazine subscriptions making more money available for the purchase of books. The Friends would approach the local companies to request this. Ms. Christensen will speak with Friends. Ms. Marcoux said that it is possible to rent book from Baker and Taylor. Each month a decision can be made regarding books in demand and have copies available for our patrons. Twenty percent of the rentals are then owned by the library. Mr. Guimond made a motion to have Ms. Marcoux investigate the procedure and cost. If the plan is satisfactory, she can then implement the contract. Seconded and all approved.

The placement for coffee and a donation jar to defray cost was discussed.

Ms. Marcoux presented the WOW letter to be sent to patrons inviting them back. Mr. Guimond made a motion to approve Ms. Marcoux letter with the understanding that fines from our library only will be forgiven. Seconded and all approved.

There will be a monthly column in the Mariner regarding upcoming changes including the addition of more best sellers.

4. Announcements and Correspondence:

Michael Fay, Bay Fitness has inquired about having an exercise program at the Library. He will be notified we do not allow for profit groups . Mr. Guimond made a motion to notify Mr. Fay that at the present time we are not able to have space available. Seconded and approved.

The Town Manager has asked each Department for ideas on how they can raise money. If the Library devises a plan, they should be able to keep the funds raised.

An Eagle Scout is collecting books for the Children's Room.

5. Policies:

Ms. Marcoux has purchased Ipads, computers for staff use, Kindles and a document scanner. She will be replacing two desktop computers with laptops. The best way to protect the electronics was discussed. Mr. Guimond made a motion to attach Ipads to the desks. Seconded and all approved.

It is necessary for the Library to have a Technology and Long Range Plan. The Mission statement needs to be updated. Deb Hoadley of the Mass Library System might be asked to be a facilitator for this. Mr. Coyle said without a Long Range Plan no submissions for grant applications are possible. This is a fairly involved process involving focus groups, and presenting the plan to the public.

6. Trustee Opening: The Board has received an application from Suzanne White for a position as a Library Trustee. Ms. Noonan has spoken with Mr. Braitt and will let us know his decision. She has spoken to Ms. Doust and suggested that her background would be valuable for the Building Committee.

7. Building Improvements and Maintenance

Art Gallery: Ms. Noonan has received an estimate for the molding. Mr. Guimond will be painting the walls a chocolate brown sometime in June. The NRAS will be contacted regarding a four day opening for painting. Mr. Guimond will investigate having framed, movable plaques. The Board feels it is important the NRAS have some responsibility for the area whether it is a annual maintenance fee or some other arrangement. Mr. Coyle stressed the importance of having a revolving fund set up ASAP.

The Board has not heard back from Atty. Galvin regarding the insurance waiver for artist paintings. Ms. Marcoux will arrange to meet with the NRAS regarding scheduling for student displays.

Meeting with Brian Adams: Mr. Adams was informed that the Sheriff's office will not be able to paint the exterior. Paul Hastey had submitted an estimate for the soffetts. He would like to know how and when he will be paid. Ms. Marcoux will get the invoice to Mr. Adams for his signature.

Book Return: Ms. Christensen has yet to speak to the Paul Shaughnessy of the DPW. Will have more for the next meeting.

Mr. Coyle made a motion to have Seone Landscaping finish the plantings and sod now. Seconded and all approved.

Ms. Marcoux said Ned Bangs is investigating new signs and wants to know if the Library would share the cost. The Board would like more information on what and where the sign would be.

Mr. Coyle made a motion the meeting be adjourned. Seconded and all approved.

Meeting was adjourned at 6:35 PM.